

MEMORANDUM

Date: January 7, 2003

To: Alaska Workforce Investment Board members

From: Patti Swenson
AWIB Staff

Re: Ex-officio committee members

You requested some recommendations regarding adding ex-officio members to the Alaska Workforce Investment Board's standing committees.

There is nothing in Alaska State Statute that precludes the participation of ex-officio members on boards or board committees. In Alaska and other states, the criteria used to appoint ex-officio memberships to boards and commissions varies and is not specific to standing committees¹. However, many of the policies that govern ex-officio membership on full boards and commissions can be applied to standing committees. The by-laws of many organizations were examined and the following criteria were common to almost every organization : Term of membership, rights and privileges such as voting, placing information before the committee, right to have opinions entered into the official minutes, proxy voting for a board member , expectations, travel policies, balance of membership, and other types of memberships such as associate members and different levels of ex-officio membership that include permanent ex-officio, appointed ex-officio and interested people.

The attached table provides recommended guideline for the addition of ex-officio members to AWIB committees. The guidelines are for the consideration and approval by the Board.

¹ Laraine Derr, Office of the Governor, Boards and Commissions stated that Alaska does not have specific guidelines for the appointment of ex-officio members to standing committees. However, she is aware that many boards to appoint ex-officio members to committees using criteria suited to the board.

Membership Criteria	Current AWIB Committee Structure	Suggestions for discussions from other by-laws
Number of members	Alaska Workforce Investment Board committees are made up of at least 4-5 members.	Limit committees to no more than 10 members.
Type of appointed members	AWIB's membership is structured according to statute.	<p>The members can be varied from the public at large without regard to specific industries.</p> <p>The board may designate individuals as Ex-officio that have specific advisory expertise the committee desires at its deliberations.</p>
Term of membership	Same as term of the Board Chair	<p>One year with required renewal</p> <p>Appointments renewable by the committee chair with approval by a majority of the board.</p>
Rights and privileges		<p>May chair special committees.</p> <p>May not chair standing committees.</p> <p>May bring items of interest before a committee.</p> <p>May have comments made in committee meetings and full board meeting entered into the meeting minutes.</p> <p>Ex-officio members may be excluded from a discussion in a committee at the discretion of the chair.</p> <p>Ex-officio members may be present at all meetings.</p> <p>Ex-officio members may propose resolutions and give information to the committee.</p> <p>Ex-officio members serve at the pleasure of the chair.</p> <p>Ex-officio members may make motions and second motions in committee.</p> <p>Ex-officio committee members may not make motions or second motions in a full board meeting.</p>

Rights and privileges (cont)		<p>Ex-officio members are entitled to receive all materials that board committee members receive for meetings.</p> <p>Ex-officio members may, from time to time, be appointed by the Board Chair to sit on the Executive Committee as a non-voting member.</p>
Voting	(committee chairs are appointed by the Board Chair)	<p>Ex-officio members may vote to move items from committee to the full board or the ExCo.</p> <p>Ex-officio members may be counted for purposes of achieving a committee quorum.</p>
Expectations		<p>Ex-officio members are required to be registered to vote in the State of Alaska.</p> <p>Ex-officio members are required to attend a majority of meetings (at least 8 meetings in a year).</p> <p>The time expectation for ex-officio members is approximately 4-5 hours per month.</p> <p>Ex-officio members are expected to follow through with committee assignments, obligations and be prepared for committee meetings</p> <p>Ex-officio members must comply with the State of Alaska's ethics laws.</p> <p>Ex-officio members their spouses or significant others cannot have a monetary interest in projects administered by the AWIB or the Department of Labor and Workforce Development.</p> <p>Ex-officio members their spouses or significant others shall avoid the appearance of impropriety.</p>

Expectations (cont)		If the Ex-officio member, spouse or significant other is unsure of whether something is a conflict or improper the member is required to confer with the AWIB chair and Executive Director for further guidance.
Travel		Travel for ex-officio members will not be paid or reimbursed by AWIB or the State of Alaska.
Balance of membership		No more than six Ex-officio member shall be appointed to each committee. Each committee should maintain a majority of private sector membership. Ex-officio members may represent organizations.
Other types of ex-officio memberships		Appointed ex-officio <ul style="list-style-type: none"> Members to be nominated and appointed by the committee chair. Interested People <ul style="list-style-type: none"> There may be an unlimited number of non-voting interested people working with the committees. The committee shall seek and encourage interested people to attend meetings regularly.